

SPECIAL RENT ADJUSTMENT SUBMISSION REQUIREMENTS & DEADLINES

HAP Contracts that have **NOT** yet renewed under HUD's 1997 Multifamily Assisted Housing Reform and Affordability Act (MAHRA) that are eligible for the Annual Rent Adjustment (AAF) may be eligible for a special rent adjustment.

Special Rent Adjustment Deadlines & Adjustments:

A complete submission must be received by MHFA 60 days prior to the anniversary date of the contract, to have the rent increase implemented on the contract anniversary date. If the submission is received late, the request will be processed and the rent adjustment will be implemented 60 days after the submission was received. To accomplish this, the owner should begin working on their request at least 90 days before the intended effective date so that they can meet the Tenant Notice requirements, which are explained below.

How Many Times a Year is the Property Eligible For a Special Rent Adjustment?

- MHFA will review the property's request on a case-by-case basis. It is rare that an adjustment would be approved more than one within a 12-month period. However, all requests will be considered.

Special Rent Adjustment Submission Requirements:

- 1) Rent Comparability Study completed in accordance to Chapter 9 of the Section 8 Guide Book. [RCS checklist](#)
- 2) Written certification that taxes have been reviewed and where appropriate, appealed.
- 3) Completed HUD form 9833B, Part G
- 4) Tenant Paid Utility Analysis, if applicable. [Minnesota Housing's policy on tenant paid utility](#) analysis.
- 5) If the appeal results in a tax refund, the owner will return the refund to the project in the manner specified by HUD.
- 6) If the appeal results in a lower assessment, the owner will reduce the rents at the project commensurate with the reduced assessment.
- 7) That the amount of increased insurance is the best rate obtainable by the project. This can involve obtaining bids on comparable policy rates, disclosing identity of interest relationships and other disclosures that may be required by HUD.
- 8) Copy of the Notice to Tenants. [View a sample copy](#).
- 9) Tenant Comments if applicable and the Owner's Certification as to Compliance with the Tenant Comment Procedures form. [View a sample form](#).

Please note: MHFA does not intend this to be an all-inclusive list of the federal requirements. Please review the HUD Handbook Chapter 34 to gain a full understanding of all requirements

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